

ASSOCIATED STUDENTS, INCORPORATED
California State University, San Bernardino

Appointment Policy and Procedures

Approved and adopted by the ASI Board of Directors
Per BD 40-13, May 28, 2013

Purpose: The purpose of this policy is to establish procedural requirements for appointments such as but not limited to BoD vacancies, ASI committees, special advisor positions, and other related positions serving the ASI BoD. The below is designed in order to guarantee the most qualified candidates for each position are selected.

Scope: This policy applies to all ASI personnel, and to all individuals who have the power to grant membership to ASI through appointment.

Mission: To provide a structured procedure on how to exercise the appointment authority (AA) granted to executive officers, committee chairs, etc.

1. This policy may be amended by a majority vote of the present ASI Board of Directors (BoD).
2. When a position is vacant, the marketing team must effectively advertise and recruit to ensure that ASI maintains a broad and open recruitment process. They must utilize social media networks, as well as marketing materials produced by the graphic department, (e.g. flyers and handouts). They should also produce email notification acknowledging the vacancy and providing information for the application process.
3. The following procedures must be followed for appointment:
 - I Applicant must fill out the appropriate application. Should there be no current application on file for the position, one will be created by the AA and approved by the selection committee (*reference no. 4*) before it can be used in the application process.
 - II The submitted applications will be reviewed by the selection committee (*reference no. 4*) and those selected by the committee to move forward to the interview process shall be contacted by the AA.
 - III The AA must also create a rubric, detailing the duties, necessary experience, and skills to be used in the interviews, so that the committee can assess each candidate with objectivity. Once the rubric is drafted, it becomes official through selection committee and BoD approval (*reference no. 4*). The same rubric is then used in each individual interview, and can be changed if necessary by the appointee and approval by the selection committee (*reference no. 4*).

- IV. The AA must also create a set of questions to be administered during the interviews. They should remain the same throughout each cycle of interviews to ensure fairness to the candidates. They may however be changed when a new set of applications are collected for consideration.
- V. The remaining applicants will be interviewed by a selection committee whose requirements and procedure are established below (*reference no. 4*).
- VI. Once a decision has been made the AA will submit their selection to be approved by the ASI BoD through majority vote of the voting members present.

4. The selection committee shall consist of the AA, at least one executive officer, at least one ASI professional staff, and at least one ASI BoD member. The interview committee shall be set up in accordance with the above requirements throughout the duration of each candidate's interview.

When a member of the committee volunteers to participate they should remain available for the duration of the quarter, so that each appointment for the start of the quarter is made by the same set of committee members.

The rubric designed by the AA will be used throughout the entirety of the selection process and scores for each interviewee will be discussed at the conclusion of the interviews.

Each member of the committee will select the candidate they deem most qualified. The goal of the committee is to establish an unbiased method for determining each candidate's skills set and applicability to the position. Each member on the committee will submit a vote with their decision at the conclusion of the interviews. Should the AA disagree with the consensus of the committee, they can submit their chosen candidate to the board, but the committee maintains the option of then submitting a request to return to search along with that AA's submission.

The chair of the committee will be a voting member, who is not the AA and who can regularly attend appointment interviews.